

COOPERATOR ADMINISTRATION

Cooperator administration gives users tools to add, edit or remove cooperators that are used throughout the ACMS system.

Step 1

Cooperator List







Use the search bar below to search for a specific Cooperator.

Name: Status: All

1834 items found. Displaying page 1 of 123.

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[New Cooperator](#)

Name ^	Status -	Comments	Actions
A-Mark Pest Management	Active		
A.C. Oerssleff's Eftf. A/S	Active		
A/S Thor Dahl Shipping	Active		
AAAA Self Storage	Active		
ADEX	Active		
AGREXCO	Active		

Type in a cooperator to search for a specific cooperator or use the **<next>** button to browse the cooperators listed. **<click>** a column header to resort the order in which the results are displayed.

Step2

Cooperator List





Use the search bar below to search for a specific Cooperator.

Name: Status: All

1834 items found. Displaying page 1 of 123.

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[New Cooperator](#)

Name ^	Status -	Comments	Actions
A-Mark Pest Management	Active		
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A/S Thor Dahl Shipping	Active		
AAAA Self Storage	Active		
ADEX	Active		
AGREXCO	Active		

<click> New cooperator to create a new cooperator or **<click>** the edit icon to edit an existing cooperator.

CREATING A NEW COOPERATOR

Step3

Reports: [Forecasting](#) [Performance](#)

 Application Maintenance

Cooperator 

* Indicates a required field

Enter cooperator data.

Name * :

Comments:

Status * : 

Name: Type in a name for the cooperator

*This is a required field

Comments: Add any additional comments for the cooperator

Status: Set the status of the cooperator to active to enable this cooperator throughout the ACMS or set the status of the cooperator to inactive to disable this cooperator in ACMS.

<click save> to save your cooperator and return to the previous screen or **<click cancel>** to discard your information and return to the previous screen.